

FAQ 19.6 Steps for MR Referrals to YDC'S:

A. Referrals	The Classification Unit Supervisor at Wilder Youth Development Center, Woodland Hills Youth Development Center, New Vision Youth Development Center, and Mountain View Youth Development Center shall receive referrals for mildly retarded youth.
B. Waivers	The Classification Unit Supervisor shall forward waiver requests to the Population Management Committee
C. Population Management Chairperson(s)	The Population Management Committee shall meet, at a minimum, bi-weekly to review waiver requests as indicated below.
	1) Waiver Requests must be faxed to the Classification Unit Supervisor , not later than 10:00 A.M. on Mondays and Wednesdays at 10:00 AM for review by Population Management Committees on Tuesdays and Thursdays at 10:00 AM.
	2) There must be at least three (3) population management participants convened to review a referral.
	3) In the event of disagreement among team participants, the majority decision must rule.
	4) The Population Management Chairperson shall facilitate each meeting and communicate committee findings to YDC personnel.
	5) Classification Coordinators shall review waivers and forward them to the Population Management Chairperson by 9:00 AM on Tuesdays and Thursdays.
D. Waiver with Three (3) Felonies	The criterion for least restrictive placement in a youth development center for youth with three (3) felonies must include a packet of information that, at a minimum, include:
	1) A written waiver justification containing narrative descriptions of presenting issues, behavioral problems and a face sheet with previous placements in the community.
	2) An Adaptive Behavioral Assessment Report and/or Psychological within three (3) years of date being referred that certifies a below 70 full scale intellectual score by licensed examiner.
	3) At least three (3) Court Delinquent Adjudication Orders with felonies
	4) Medical records including immunization record, if available
E. Waiver without three (3) felonies:	The criterion for least restrictive placement in a youth development center for youth without three (3) felonies must include a packet of information that, at a minimum, includes:
	1) A written waiver justification with narrative descriptions of presenting issues, behavioral problems and a face sheet with previous placements in the community.

	2) An Adaptive Behavioral Assessment report and/or Psychological within three (3) years of date being referred that certifies a below 70 full scale intellectual score by licensed examiner.
	3) Education records that show youth was being served educationally as mildly mentally retarded.
	4) Court Delinquent Adjudication Orders with felonies and copies of incident reports, progress summaries, write-ups and/or hearings that should evidence progressive patterns of verbal abusive language, to behavioral assaults against staff and/or peers.
	5) Medical records including immunization records, if available.
F. MR Waiver Records	The records sent to the Classification Coordinator for MR referrals should follow the same requirement as for any referral as specified in Policy 18.35, Referral and Placement of Youth in Regional YDC . The only exception for other special needs student placements is mild mental retardation placement. These must be approved by the DCS Commissioner and/or designee and are subject to another level of review at the central office level.
G. Responsibility for Implementation	Each youth placed at a YDC shall be assigned a team of YDC personnel who, along with his Family Service Worker (FSW), shall track progress as indicated below.
	1) For youth placed in a youth development center, staff and the FSW must work closely with the DCS Treatment Managers and assigned YDC team to support youth through monthly and quarterly staffing (s) convening Individual Program Plans that involve the youth and family participants.
	2) Reclassification staffing(s) or special services treatment staffing(s) to consider significant changes in treatment/placements for mentally retarded youth must be convened through the DCS Mental Retardation Coordinator and/or MH Manager in central office.
H. DCS Mental Retardation Coordinator	The DCS Mental Retardation Coordinator and/or designee must attend every Special Service Staffing for each mildly retarded placement consideration.
I. Appeals	Denial of the referral by Population Management can be appealed by the referent in accordance with DCS Policy 18.34, Appeal of Placement Denials in YDC's-CRP's .